General Orders

106.1 PURPOSE AND SCOPE

General Orders establish a communication practice that may be used by the Sheriff to make immediate changes to policy and procedure in accordance with and as permitted by statutes, regulations or negotiated contracts. General Orders will immediately modify or change and supersede the sections of this manual to which they pertain.

106.2 GENERAL ORDERS PROTOCOL

General Orders will be incorporated into the manual as required upon approval of the Sheriff. General Orders will modify existing policies or create a new policy as appropriate. The previous policy will be rescinded upon incorporation of the new or updated policy into the manual.

Any General Order issued after publication of the manual should be numbered consecutively, starting with the last two digits of the year, followed by the number “01” as in yy-01.

106.3 RESPONSIBILITIES

106.3.1 SHERIFF

The Sheriff, with the assistance of office staff, shall issue and be responsible for all General Orders, including their publication and dissemination throughout the Office.

106.3.2 MANAGERS AND SUPERVISORS

Managers and supervisors are responsible for ensuring that staff under their command receive training on all new General Orders.

Training documentation shall be placed into the supervisor’s file or the employee’s training file.

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